

**CITY OF VAN METER
POSITION DESCRIPTION AND SPECIFICATIONS**

Position Title:	Library Assistant	Reports to:	Library Director and City Administrator
Hours/Week:	Averages 20	FLSA Status:	Temporary Part-Time
Residency:	Not Necessary	Date:	June 2013

PURPOSE OF POSITION

To help coordinate the delivery of library services in the City of Van Meter by supporting the Library Director in all aspects of library business. Additionally the Library Assistant supports other Administrative staff by greeting and receiving the general public and providing assistance or making referrals, both in person and on the telephone.

REPORTING

Subject to the concurrence and direction of the City Administrator, the Library Director will exercise the authority to appoint, dismiss, manage and supervise the Library Assistant and will monitor and evaluate performance. The Library Director and/or City Administrator may delegate daily supervision and task assignment authority to members of various boards, committees and staff.

PRIMARY DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and possess the ability to see additional work that needs to be done, and have the self-motivation to do it.

1. Promotes good public relations.
2. Builds constructive relationships with colleagues and supervisors.
3. Portrays an image of knowledge, confidence, professionalism, fairness, and caring.
Dress and grooming are appropriate to position.
4. Takes direction on specific duties from senior colleagues.
5. Follow all library practices and procedures as outlined in library policy.
6. Ensure the efficient and effective operation of the Library and City Hall.
7. Assist with collection development.
8. Submit monthly reports as requested.
9. Maintain working knowledge of library services, practices, and procedures and be able to explain them to patrons and volunteers.
10. Perform circulation and/or registration duties including but not limited to: cash handling, checking materials in and out, issuing library cards, processing interlibrary loans, and shelving.
11. Assist with the planning and promotion of library programs.
12. Assist with various clerical and secretarial tasks as assigned.
13. Perform basic custodial tasks.
14. Shovel light snow and salts walkway.
15. See to building maintenance and alert Library Director to problems.
16. Maintain supplies.
17. Assist patrons in the use of computers, photocopier, and other equipment as necessary.
18. Answer the phone, responding to inquiries and making referrals as appropriate.

19. Assists with the coordination of programming events.
20. Performs any and all administrative or clerical work necessary. Examples include sending emails, making copies, sending faxes, making phone calls, taking phone calls, and researching various issues and recommending solutions.
21. Works closely with City Staff, committee members, a variety of public and private organizations and citizen groups in organizing programs and implementing projects.
22. Promptly completes other assignments given by the Library Director, City Administrator or senior staff.

ENVIRONMENT ADAPTABILITY

The work is generally performed in an office however work done in conjunction with special events may expose the employee to inclement weather, extreme temperatures, and moving mechanical parts and vibration.

The work will expose the employee to visual strain, unpleasant social situations, irregular work hours, and significant work place pressure.

PHYSICAL DEMANDS

This position does require extended periods of standing, walking, and sitting. Short periods of running, reaching, climbing, balancing, stooping, kneeling, crouching, crawling, tasting and smelling and otherwise physical activities are anticipated. The employee must occasionally lift and/or move more than 100 pounds.

ACKNOWLEDGEMENT

I have read and understand the information contained in the Position Description and Specifications. I have been given the opportunity to make any additions and/or corrections to this position description I felt necessary. I further understand that this Position Description and Specifications document is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this position. Also, while this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer. I understand that I may be required to work extra time, irregular shifts or hours, and outside of the normally defined workday or work week without additional pay. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate any employment at any time and for any reason and the employer has a similar right.

Employee's Signature

City Administrator

Date

Date

The City of Van Meter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act, the City will provide reasonable accommodations to qualified individuals with disabilities, and encourages prospective employees and position incumbents to discuss potential accommodations with the Employer.